307/986

UNITED STATES GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
WASHINGTON, D.C. 20402

SUBJECT BIBLIOGRAPHY (SB)

SB-307
March 17, 1986

NOTICE

Government document's prices are subject to change without prior notice. Therefore, prices in effect when your order is filled may differ from prices on this list.

SMALL BUSINESS

Buying and Selling a Small Business. *Describes considerations that should be examined by people planning to buy or sell a small business.* 1979: 122 p.; 1984-repr.
SBA 1.2:B 98/979 S/N 045-000-00164-4 $ 5.00

Buying by Phone: A Federal Trade Commission Guide for Small Businesses and Organizations. *Guidelines for handling unauthorized or misrepresented merchandise ordered or sent by telephone.* 1984: Folder; ill. Sold in packages of 25 copies only.
FT 1.8/2:B 98 S/N 018-000-00297-3 6.50

Do Your Own Establishment Inspection: A Guide to Self Inspection for the Smaller Food Processor and Warehouse. 1982: 20 p.; ill.
HE 20.4508:In 7 S/N 017-012-00305-2 3.00

Firms in the 8(a) Business Development Program, April 1984. 1985: 330 p.
SBA 1.36:984 S/N 045-000-00219-5 9.50

For Women: Managing Your Own Business, A Resource and Information Handbook. 1984: 230 p.
SBA 1.2:W 84/2 S/N 045-000-00217-9 6.50

Franchise Opportunities Handbook, 1985. *This directory of equal opportunity franchisers includes brief summaries of terms, requirements, and conditions under which each franchise is available.* 1985: 458 p.
C 61.31:985 S/N 003-008-00198-0 15.00

Franchising in the Economy, 1984-1986. *Reports on the 15th annual survey of franchisers performed by the Department of Commerce. It is based on information from questionnaires filled out by 1,942 franchisors representing an estimated 99 percent of business format franchising sales and establishments in the United States.* 1986: 99 p.; ill.
C 61.31/2:984-86 S/N 003-008-00199-8 3.50

GP3.22/2:

READEX MICROPRINT best copy available

Getting Started in Farming on a Small Scale. *Explores ways of getting started by raising questions about financing, farm selection, planning, training, and crop selection.* 1982: 48 p.
A 1.75:451/2 S/N 001-000-04259-9 $ 3.25

Guide to the Defense Contracting Regulation for Small Business, Small Disadvantaged Business, Women-Owned Small Business. *An explanation of the basic purchasing rules and regulations of the Department of Defense (DoD) with references to applicable Federal Acquisition Regulations and DOD FAR Supplement coverages indicated in the margins. Includes an appendix listing sources of marketing information.* 1985: 57 p.; revised ed.
D 1.6/2:C 76 S/N 008-000-00411-1 2.25

Handbook for Small Business, A Survey of Small Business Programs of the Federal Government. 1984: 248 p.; ill.
Y 1.1/3:98-33 S/N 052-071-00680-0 7.00

Investor's Guide to Health Maintenance Organizations. *This publication is also prepared for small business investment companies.* 1982: 128 p.; ill.
HE 20.8:In 8 S/N 017-002-00153-4 5.50

Managing for Profits. *A review supplementing subjects taught in the SBA's administrative management courses which addresses production and marketing, purchasing and collections, financial management, taxation, insurance, legal problems, and other managerial procedures for the small businessman.* 1981: 165 p.; revised ed.
SBA 1.2:M 31/11/981 S/N 045-000-00206-3 5.50

Recordkeeping System for Small Sawmills. *Examples of charts enabling the small sawmill operator to accurately calculate his expenses and to record production figures in basic and summary production records. Includes a discussion on the setting up of an inventory.* 1985: 16 p.; ill.
A 1.95:74 S/N 001-001-00615-7 1.00

Responsive Business Approaches to Consumer Needs. *The following publications from the Office of Consumer Affairs of the Commerce Department are intended to help small- and medium-sized businesses anticipate and resolve consumer problems. Also list sources of additional information and advice.*

Advertising, Packaging, and Labeling. 1984: 40 p.; revised ed.
C 1.2:Ad 8/2/984 S/N 003-000-00632-8 2.25

Credit and Financial Issues. 1981: 23 p.
C 1.2:C 86 S/N 003-000-00571-2 2.75

$195.00 per 100

Responsive Business Approaches to Consumer Needs - con.

Managing Consumer Complaints. 1981: 20 p.
C 1.2:C 76 S/N 003-000-00570-4 $ 2.75
$175.00 per 100

Product Warranties and Servicing. 1980: 30 p.
C 1.2:P 94/4 S/N 003-000-00566-6 2.75
$150.00 per 100

Small and Disadvantaged Business Utilization Specialists. *Lists specialists within the Department of Defense procurement and contract administration offices who provide information and guidance on defense procurement procedures, how to be placed on the bidder's mailing list, and identification of both prime and subcontract opportunities for the small businessman, small disadvantaged businessman, and labor surplus area business firms.* 1983: 57 p.; revised ed.
D 1.2:B 96/983 S/N 008-000-00390-4 4.50

Small Business Administration Annual Report. *The following publications discuss the activities of the Administration.*

1982:

Volume 1. 1982: 67 p.
SBA 1.1:982/v.1 S/N 045-000-00220-9 2.50

Volume 2. 1984: 99 p.
SBA 1.1:982/v.2 S/N 045-000-00221-7 4.25

1983:

Volume 1. 1985: 85 p.
SBA 1.1:983/v.1 S/N 045-000-00224-1 4.50

Volume 2. 1985: 95 p.
SBA 1.1:983/v.2 S/N 045-000-00225-0 4.50

1984, Volume 2. *Volume 1 is out of print.* 1985: 130 p.
SBA 1.1:984/v.2 S/N 045-000-00228-4 4.75

Small Business Administration Business Basics, Self-Instructional Booklets (SIB). *Each of the following publications is issued with perforations.*

Asset Management. 1980: 20 p.	SBA 1.19:As 7/2	S/N 045-000-00175-0	$ 2.75
Capital Planning. 1980: 36 p.	SBA 1.19:C 17	S/N 045-000-00193-8	4.50
Cost Control. 1980: 41 p.	SBA 1.19:C 82/2	S/N 045-000-00187-3	4.75
Credit and Collections: Policy and Procedures. 1980: 39 p.	SBA 1.19:C 86	S/N 045-000-00180-6	4.75
Employee Relations and Personnel Policies. 1980: 31 p.	SBA 1.19:Em 7/4	S/N 045-000-00196-2	4.50
Evaluating Money Sources. 1980: 56 p.	SBA 1.19:M 74	S/N 045-000-00174-1	5.00
Inventory and Scheduling Techniques, Manufacturing. 1980: 54 p.; ill.	SBA 1.19:In 8/2	S/N 045-000-00183-1	4.75
Inventory Management: Manufacturing Service. 1985: 52 p.	SBA 1.19:In 8	S/N 045-000-00230-6	2.00
Inventory Management, Wholesale/Retail. 1980: 37 p.	SBA 1.19:In 8/3	S/N 045-000-00190-3	4.50
Job Analysis, Job Specifications, and Job Descriptions. 1980: 34 p.	SBA 1.19:J 57	S/N 045-000-00185-7	4.50
Managing Fixed Assets. 1980: 39 p.	SBA 1.19:As 7	S/N 045-000-00176-8	4.75
Managing Retail Salespeople. 1980: 55 p.	SBA 1.19:R 31/3	S/N 045-000-00189-0	4.75
Profit Plan. 1980: 32 p.	SBA 1.19:P 94	S/N 045-000-00192-0	4.50
Purchasing for Manufacturing Firms. 1980: 48 p.	SBA 1.19:P 97	S/N 045-000-00181-4	4.75

Small Business Administration Business Basics . . . con.

Recruiting and Selecting Employees. 1980: 34 p.
SBA 1.19:Em 7 S/N 045-000-00186-5 $ 4.50

Retail Buying Function. 1980: 34 p.; ill.
SBA 1.19:R 31/2 S/N 045-000-00177-6 4.50

Retail Merchandise Management. 1980: 47 p.
SBA 1.19:R 31 S/N 045-000-00178-4 4.75

Risk Management and Insurance. 1980: 40 p.
SBA 1.19:R 49 S/N 045-000-00184-9 4.50

Training and Developing Employees. 1980: 36 p.
SBA 1.19:T 68/2 S/N 045-000-00191-1 4.50

Understanding Costs. 1980: 46 p.; ill.
SBA 1.19:C 82 S/N 045-000-00195-4 3.25

Understanding Money Sources. 1980: 47 p.
SBA 1.19:M 74/2 S/N 045-000-00194-6 4.75

Small Business and Federal Procurement Competition Enhancement Act of 1984, Public Law 98-577. An Act to Amend the Small Business Act, the Federal Property and Administrative Services Act of 1948, and the Office of Federal Procurement Policy Act to Enhance Competition in Government Procurement, and for Other Purposes. Approved October 30, 1984. 1984: 24 p.
GS 4.110:98/577 S/N 022-003-96332-4 1.00

Small Business Computer Security and Education Act of 1984, Public Law 98-362. An Act to Amend the Small Business Act to Establish a Small Business Computer Security and Education Program, and for Other Purposes. Approved July 16, 1984. 1984: 4 p.
GS 4.110:98/362 S/N 022-003-96117-8 1.50

Small Business Development Center Improvement Act of 1984, Public Law 98-395. An Act to Amend the Small Business Act to Extend and Strengthen the Small Business Development Center Program, and for Other Purposes. Approved August 21, 1984. 1984: 4 p.
GS 4.110:98/395 S/N 022-003-96150-0 1.50

Small Business Incubator: Lessons Learned From Europe. *Explains how small businesses are generated and supported in Europe for small businessmen who are anticipating foreign trade relationship or joint ventures with European firms.* 1984: 39 p.
SBA 1.2:Sm 1/14 S/N 045-000-00222-5 $ 2.25

Small Business Management and Ownership. *Each of the following volumes is issued in looseleaf form.*

Volume 1, Minding Your Own Small Business, An Introductory Curriculum for Small Business Management. 1979: 360 p.; ill.
HE 19.102:Sm 1/v.1 S/N 017-080-02000-9 10.00

Volume 2, Something Ventured, Something Gained, An Advanced Curriculum for Small Business Management. 1979: 384 p.; ill.
HE 19.102:Sm 1/v.2 S/N 017-080-02002-5 9.50

Volume 3, Location Decisions, A Simulation. 1979: 135 p.; ill.
HE 19.102:Sm 1/v.3 S/N 017-080-02001-7 6.50

Volume 4, Mini-Problems in Entrepreneurship, Small Business Management. 1979: 86 p.; ill.
HE 19.102:Sm 1/v.4 S/N 017-080-02003-3 5.50

Small Business Management Series:

Cost Accounting for Small Manufacturers. 1979: 180 p.; ill.
SBA 1.12:9/3 S/N 045-000-00162-8 6.00

Credit and Collections for Small Stores. 1980: 73 p.; ill.
SBA 1.12:43 S/N 045-000-00169-5 5.00

Decision Points in Developing New Products. 1976: 64 p.; ill.
SBA 1.12:39 S/N 045-000-00146-6 4.25

Financial Control by Time Absorption Analysis: A Tool for Profit Control. 1975: 138 p. SBA 1.12:37 S/N 045-000-00134-2 5.50

Franchise Index/Profile: A Franchise Evaluation Process. 1973: 56 p.; 1979-repr. SBA 1.12:35 S/N 045-000-00125-3 4.50

Guides for Profit Planning. 1975: 59 p.; ill. revised ed.
SBA 1.12:25/2 S/N 045-000-00137-7 4.50

Small Business Management Series - con.

Handbook of Small Business Finance. 1981: 61 p.; ill. revised ed.
SBA 1.12:15/8 S/N 045-000-00208-0 $ 4.50

Management Audit for Small Manufacturers. 1977: 44 p.; revised ed.
SBA 1.12:29/2 S/N 045-000-00151-2 4.25

Management Audit for Small Retailers. 1977: 61 p.
SBA 1.12:31/3 S/N 045-000-00149-1 4.50

Management Audit for Small Service Firms. 1981: 68 p.; ill. revised ed.
SBA 1.12:38 S/N 045-000-00203-9 4.50

Purchasing Management and Inventory Control for Small Business. 1980: 66 p.
SBA 1.12:41 S/N 045-000-00167-9 4.50

Ratio Analysis for Small Business. 1977: 66 p.; revised ed.
SBA 1.12:20/4 S/N 045-000-00150-4 4.50

Small Store Planning for Growth. 1980: 102 p.; ill. revised ed. 1984-repr.
SBA 1.12:33/2 S/N 045-000-00152-1 5.50

Training Salesmen to Serve Industrial Markets. 1978: 85 p.; ill.
SBA 1.12:36 S/N 045-000-00133-4 2.50

Small Business Occupations. *A reprint from the 1986-87 edition of the Occupational Outlook Handbook giving the employment outlook for barbers, cosmetologists, furniture upholsterers, jewelers, musical instrument repairers, radio and television service technicians, shoe repairers, and other small business occupations.* 1986: 16 p.; revised ed.
S/N 029-001-02882-2 1.25

Small Business Secondary Market Improvements Act of 1984, Public Law 98-352. An Act to Amend the Small Business Act to Improve the Operation of the Secondary Market for Loans Guaranteed by the Small Business Administration. Approved July 10, 1984. 1984: 4 p.
GS 4.110:98/352 S/N 022-003-96107-1 1.50

Small Business Subcontracting Directory. *An aid to prime contractors of the Department of Defense to expand the industrial base of the United States by involving the small business community in providing the products and services required by Military Departments and the Defense Logistics Agency for national security purposes.* 1985: 140 p.
D 1.2:B 96/2/985 S/N 008-040-00188-1 5.00

Starting and Managing Series:

Insurance and Risk Management for Small Business. 1981: 93 p.
SBA 1.15:30 S/N 045-000-00209-8 $ 5.00

Small Business of Your Own. 1982: 84 p.
SBA 1.15:1/4 S/N 045-000-00212-8 4.75

Small Service Business. 1981: 63 p.; ill.
SBA 1.15:101 S/N 045-000-00207-1 4.50

State of Small Business: A Report of the President Transmitted to the Congress May 1985, Together With the Annual Report on Small Business and Competition of United States Small Business Administration. 1985: 467 p. SBA 1.1/2:985 S/N 045-000-00223-3 10.00

United States Government Purchasing and Sales Directory. *A valuable aid for the small business that wants to sell to or buy from the Federal Government. It includes information on how the Small Business Administration can help a business obtain Government prime contracts and subcontracts, data on Government sales of surplus property, and comprehensive descriptions of the scope of the Government market for research and development.* 1984: 199 p.; revised ed.
SBA 1.13/3:984 S/N 045-000-00226-8 5.50

Venture Capital and Innovation. 1985: 114 p.
Y 4.Ec 7:C 17/5 S/N 052-070-06044-1 4.25

White House Conference on Small Business Authorization Act, Public Law 98-276. An Act to Provide for a White House Conference on Small Business. Approved May 8, 1984. 1984: 3 p.
GS 4.110:98/276 S/N 022-003-96031-7 1.50

Women Business Owners: Selling to the Federal Government. *How the Government buys, and forms used to sell to it are included.* 1985: 74 p.; ill. SBA 1.2:W 84/4/985 S/N 045-000-00229-2 2.75

BEFORE USING THIS FORM, READ IMPORTANT INFORMATION ON REVERSE SIDE
PLEASE PRINT OR TYPE ALL INFORMATION

S307

ORDER FORM

Customer's Telephone No.'s

Area Code | Home | Area Code | Office

MasterCard VISA

MAIL TO:

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

FOR OFFICE USE ONLY	
QUANTITY	CHARGES
_____ Publications	_____
_____ Subscriptions	_____
Special shipping charges	_____
International handling . .	_____
Special charges	_____
OPNR	_____
_____ UPNS	
_____ Balance Due	
_____ Discount	
_____ Refund	

Date . . . . . Your Order Number . . . . . .

Credit Card No.

Expiration Date Month/Year

Customer's Name and Address

ZIP

Deposit Account Number

Charge orders may be telephoned to the GPO order desk at (202)783-3238 from 8 00 a.m. to 4 00 p.m. eastern time, Monday-Friday (except holidays).

Stock No.	Quantity	Unit of Issue	List ID	Title of ☐ Publication ☐ Subscription	Unit Price	Total

TOTAL ENCLOSED $

SHIP TO: (If different from above)

ZIP

Unit of issue	Explanation
EA	Each - single copy
KT	Kit of multiple items in a special container
PD	Pad containing multiple sheets
PK	Package containing multiple copies
SE	Set of multiple items
SU	Subscription

INFORMATION CONCERNING YOUR ORDER

Payment is required in advance of shipment of publications. You may order using check or money order drawn on a bank located in Canada, the United States, or United States possessions, in U.S. dollars. (NOTE: In accordance with U.S. Department of the Treasury regulations, we cannot accept checks drawn on Canadian banks or Candian money orders for amounts of less than four U.S. dollars ($4.00). If your order totals less than $4.00, we suggest that you use your MasterCard or VISA account.) Make checks/money orders payable to the Superintendent of Documents. Checks returned by the bank as uncollectible are subject to a penalty of up to 10 percent of the amount of the check, with a minimum charge of five dollars ($5.00). You may also order by using your VISA, MasterCard, or Superintendent of Documents Prepaid Deposit Account. Do not send currency (bills or coins) or postage stamps.

Shipping is by non-priority mail or United Parcel Service (UPS). First class and airmail services are available for an additional charge if requested. Please contact us in advance for rates if you desire this service (202-783-3238) and indicate on your order if you desire special postage.

DISCOUNTS:

With the exception of certain publications and subscriptions, a discount of 25% from the domestic price is allowed on orders of 100 or more units of issue mailed to a single address. A discount of 25% from the domestic price is also applicable on orders from bookdealers, for orders of any quantity, mailed to the dealer's business address. (The maximum discount allowable is 25%).

INTERNATIONAL CUSTOMERS:

Mailing regulations require special handling for orders mailed to addresses outside the United States or its possessions for which we charge an additional 25% of the domestic price. Payment is required in advance by one of the methods stated above. You may also remit by UNESCO coupons or by International Postal Money Order, made payable to the Superintendent of Documents. Foreign currency and foreign checks will not be accepted. All orders must be in English. International customers are allowed the sane discounts stated above.

Orders are sent via surface mail unless otherwise requested. Should you desire airmail service, please contact us in advance by letter, telephone (202-783-3238), or Telex (#710-822-9413;ANSWERBACK USGPO WSH) for the total cost of your order.

To Order, Use Form On Reverse Side

1. A separate order form must be used for ordering publications and subscriptions.

2. Type or print your complete name and address, home and office telephone numbers, date, order number (if any), Deposit Account Number (if applicable), VISA or MasterCard number and expiration date (if applicable), in proper places at the top of the form. If order is to be shipped to another location, enter address at bottom of form. All prices include postage and handling.

3. When ordering publications, type or print the stock number, unit of issue (see front), quantity, title, price, and total payment enclosed. Allow 4 weeks for delivery (longer for International Orders).

4. When ordering a subscription service, type or print the quantity, title, price, List ID (when available), and total payment enclosed. Allow 2-6 weeks, plus mailing time, for processing. All subscriptions are for one year, unless otherwise noted. Subscribers will be notified by mail in ample time to renew.

5. Mail your order form to Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

6. Orders and inquiries can be placed with our order/information desk (202-783-3238) from 8:00 a.m. to 4:00 p.m., Eastern Time.

7. This form may be reproduced.

BEFORE USING THIS FORM, READ IMPORTANT INFORMATION ON REVERSE SIDE
PLEASE PRINT OR TYPE ALL INFORMATION

S307

ORDER FORM

Customer's Telephone No.'s

Area Code | Home | Area Code | Office

MasterCard VISA

Date..... Your Order Number.....

Credit Card No.

Expiration Date Month/Year

MAIL TO:

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

FOR OFFICE USE ONLY	
QUANTITY	CHARGES
_____ Publications	_____
_____ Subscriptions	_____
Special shipping charges	_____
International handling . .	_____
Special charges	_____
OPNR.	_____
_____ UPNS	
_____ Balance Due	
_____ Discount	
_____ Refund	

Customer's Name and Address

ZIP

Deposit Account Number

Charge orders may be telephoned to the GPO order desk at (202)783-3238 from 8:00 a.m. to 4:00 p.m. eastern time, Monday-Friday (except holidays).

Stock No.	Quantity	Unit of Issue	List ID	Title of ☐ Publication ☐ Subscription	Unit Price	Total

TOTAL ENCLOSED $

SHIP TO: (If different from above)

ZIP

Unit of Issue	Explanation
EA	Each - single copy
KT	Kit of multiple items in a special container
PD	Pad containing multiple sheets
PK	Package containing multiple copies
SE	Set of multiple items
SU	Subscription

INFORMATION CONCERNING YOUR ORDER

Payment is required in advance of shipment of publications. You may order using check or money order drawn on a bank located in Canada, the United States, or United States possessions, in U.S. dollars. (NOTE: In accordance with U.S. Department of the Treasury regulations, we cannot accept checks drawn on Canadian banks or Candian money orders for amounts of less than four U.S. dollars ($4.00). If your order totals less than $4.00, we suggest that you use your MasterCard or VISA account.) Make checks/money orders payable to the Superintendent of Documents. Checks returned by the bank as uncollectible are subject to a penalty of up to 10 percent of the amount of the check, with a minimum charge of five dollars ($5.00). You may also order by using your VISA, MasterCard, or Superintendent of Documents Prepaid Deposit Account. Do not send currency (bills or coins) or postage stamps.

Shipping is by non-priority mail or United Parcel Service (UPS). First class and airmail services are available for an additional charge if requested. Please contact us in advance for rates if you desire this service (202-783-3238) and indicate on your order if you desire special postage.

DISCOUNTS:

With the exception of certain publications and subscriptions, a discount of 25% from the domestic price is allowed on orders of 100 or more units of issue mailed to a single address. A discount of 25% from the domestic price is also applicable on orders from bookdealers, for orders of any quantity, mailed to the dealer's business address. (The maximum discount allowable is 25%).

INTERNATIONAL CUSTOMERS:

Mailing regulations require special handling for orders mailed to addresses outside the United States or its possessions for which we charge an additional 25% of the domestic price. Payment is required in advance by one of the methods stated above. You may also remit by UNESCO coupons or by International Postal Money Order, made payable to the Superintendent of Documents. Foreign currency and foreign checks will not be accepted. All orders must be in English. International customers are allowed the same discounts stated above.

Orders are sent via surface mail unless otherwise requested. Should you desire airmail service, please contact us in advance by letter, telephone (202-783-3238), or Telex (#710-822-9413;ANSWERBACK USGPO WSH) for the total cost of your order.

To Order, Use Form On Reverse Side

1. A separate order form must be used for ordering publications and subscriptions.

2. Type or print your complete name and address, home and office telephone numbers, date, order number (if any), Deposit Account Number (if applicable), VISA or MasterCard number and expiration date (if applicable), in proper places at the top of the form. If order is to be shipped to another location, enter address at bottom of form. All prices include postage and handling.

3. When ordering publications, type or print the stock number, unit of issue (see front), quantity, title, price, and total payment enclosed. Allow 4 weeks for delivery (longer for International Orders).

4. When ordering a subscription service, type or print the quantity, title, price, List ID (when available), and total payment enclosed. Allow 2-6 weeks, plus mailing time, for processing. All subscriptions are for one year, unless otherwise noted. Subscribers will be notified by mail in ample time to renew.

5. Mail your order form to Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

6. Orders and inquiries can be placed with our order/information desk (202-783-3238) from 8:00 a.m. to 4:00 p.m., Eastern Time.

7. This form may be reproduced.

GPO 922-181

BEFORE USING THIS FORM, READ IMPORTANT INFORMATION ON REVERSE SIDE
PLEASE PRINT OR TYPE ALL INFORMATION

S307

ORDER FORM

Customer's Telephone No.'s

Area Code | Home | Area Code | Office

MasterCard VISA

MAIL TO:

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Date..... Your Order Number.....

Credit Card No.

Expiration Date Month/Year

Customer's Name and Address

ZIP

FOR OFFICE USE ONLY	
QUANTITY	CHARGES
_____	Publications _____
_____	Subscriptions _____
	Special shipping charges _____
	International handling _____
	Special charges _____
	OPNR _____
	UPNS
	Balance Due
	Discount
	Refund

Deposit Account Number

Charge orders may be telephoned to the GPO order desk at (202)783-3238 from 8:00 a.m. to 4:00 p.m. eastern time, Monday-Friday (except holidays)

Stock No.	Quantity	Unit of Issue	List ID	Title of ☐ Publication ☐ Subscription	Unit Price	Total

TOTAL ENCLOSED $

SHIP TO: (If different from above)

ZIP

Unit of Issue	Explanation
EA	Each - single copy
KT	Kit of multiple items in a special container
PD	Pad containing multiple sheets
PK	Package containing multiple copies
SE	Set of multiple items
SU	Subscription

INFORMATION CONCERNING YOUR ORDER

Payment is required in advance of shipment of publications. You may order using check or money order drawn on a bank located in Canada, the United States, or United States possessions, in U.S. dollars. (NOTE: In accordance with U.S. Department of the Treasury regulations, we cannot accept checks drawn on Canadian banks or Candian money orders for amounts of less than four U.S. dollars ($4.00). If your order totals less than $4.00, we suggest that you use your MasterCard or VISA account.) Make checks/money orders payable to the Superintendent of Documents. Checks returned by the bank as uncollectible are subject to a penalty of up to 10 percent of the amount of the check, with a minimum charge of five dollars ($5.00). You may also order by using your VISA, MasterCard, or Superintendent of Documents Prepaid Deposit Account. Do not send currency (bills or coins) or postage stamps.

Shipping is by non-priority mail or United Parcel Service (UPS). First class and airmail services are available for an additional charge if requested. Please contact us in advance for rates if you desire this service (202-783-3238) and indicate on your order if you desire special postage.

DISCOUNTS:

With the exception of certain publications and subscriptions, a discount of 25% from the domestic price is allowed on orders of 100 or more units of issue mailed to a single address. A discount of 25% from the domestic price is also applicable on orders from bookdealers, for orders of any quantity, mailed to the dealer's business address. (The maximum discount allowable is 25%).

INTERNATIONAL CUSTOMERS:

Mailing regulations require special handling for orders mailed to addresses outside the United States or its possessions for which we charge an additional 25% of the domestic price. Payment is required in advance by one of the methods stated above. You may also remit by UNESCO coupons or by International Postal Money Order, made payable to the Superintendent of Documents. Foreign currency and foreign checks will not be accepted. All orders must be in English. International customers are allowed the sane discounts stated above.

Orders are sent via surface mail unless otherwise requested. Should you desire airmail service, please contact us in advance by letter, telephone (202-783-3238), or Telex (#710-822-9413;ANSWERBACK USGPO WSH) for the total cost of your order.

To Order, Use Form On Reverse Side

1. A separate order form must be used for ordering publications and subscriptions.

2. Type or print your complete name and address, home and office telephone numbers, date, order number (if any), Deposit Account Number (if applicable), VISA or MasterCard number and expiration date (if applicable), in proper places at the top of the form. If order is to be shipped to another location, enter address at bottom of form. All prices include postage and handling.

3. When ordering publications, type or print the stock number, unit of issue (see front), quantity, title, price, and total payment enclosed. Allow 4 weeks for delivery (longer for International Orders).

4. When ordering a subscription service, type or print the quantity, title, price, List ID (when available), and total payment enclosed. Allow 2-6 weeks, plus mailing time, for processing. All subscriptions are for one year, unless otherwise noted. Subscribers will be notified by mail in ample time to renew.

5. Mail your order form to Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

6. Orders and inquiries can be placed with our order/information desk (202-783-3238) from 8:00 a.m. to 4:00 p.m., Eastern Time.

7. This form may be reproduced.

GPO 922-181

BEFORE USING THIS FORM, READ IMPORTANT INFORMATION ON REVERSE SIDE
PLEASE PRINT OR TYPE ALL INFORMATION

S307

ORDER FORM

Customer's Telephone No.'s

Area Code | Home | Area Code | Office

MAIL TO:

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

MasterCard VISA

Date..... Your Order Number.....

Credit Card No.

Expiration Date Month/Year

Customer's Name and Address

ZIP

FOR OFFICE USE ONLY	
QUANTITY	CHARGES
_____ Publications	_____
_____ Subscriptions	_____
Special shipping charges	_____
International handling . .	_____
Special charges	_____
OPNR.	_____
_____ UPNS	
_____ Balance Due	
_____ Discount	
_____ Refund	

Deposit Account Number

Charge orders may be telephoned to the GPO order desk at (202)783-3238 from 8:00 a.m. to 4:00 p.m. eastern time, Monday-Friday (except holidays).

Stock No.	Quantity	Unit of Issue	List ID	Title of ☐ Publication ☐ Subscription	Unit Price	Total

TOTAL ENCLOSED $

SHIP TO: (If different from above)

ZIP

Unit of Issue	Explanation
EA	Each - single copy
KT	Kit of multiple items in a special container
PD	Pad containing multiple sheets
PK	Package containing multiple copies
SE	Set of multiple items
SU	Subscription

INFORMATION CONCERNING YOUR ORDER

Payment is required in advance of shipment of publications. You may order using check or money order drawn on a bank located in Canada, the United States, or United States possessions, in U.S. dollars. (NOTE: In accordance with U.S. Department of the Treasury regulations, we cannot accept checks drawn on Canadian banks or Candian money orders for amounts of less than four U.S. dollars ($4.00). If your order totals less than $4.00, we suggest that you use your MasterCard or VISA account.) Make checks/money orders payable to the Superintendent of Documents. Checks returned by the bank as uncollectible are subject to a penalty of up to 10 percent of the amount of the check, with a minimum charge of five dollars ($5.00). You may also order by using your VISA, MasterCard, or Superintendent of Documents Prepaid Deposit Account. Do not send currency (bills or coins) or postage stamps.

Shipping is by non-priority mail or United Parcel Service (UPS). First class and airmail services are available for an additional charge if requested. Please contact us in advance for rates if you desire this service (202-783-3238) and indicate on your order if you desire special postage.

DISCOUNTS:

With the exception of certain publications and subscriptions, a discount of 25% from the domestic price is allowed on orders of 100 or more units of issue mailed to a single address. A discount of 25% from the domestic price is also applicable on orders from bookdealers, for orders of any quantity, mailed to the dealer's business address. (The maximum discount allowable is 25%).

INTERNATIONAL CUSTOMERS:

Mailing regulations require special handling for orders mailed to addresses outside the United States or its possessions for which we charge an additional 25% of the domestic price. Payment is required in advance by one of the methods stated above. You may also remit by UNESCO coupons or by International Postal Money Order, made payable to the Superintendent of Documents. Foreign currency and foreign checks will not be accepted. All orders must be in English. International customers are allowed the same discounts stated above.

Orders are sent via surface mail unless otherwise requested. Should you desire airmail service, please contact us in advance by letter, telephone (202-783-3238), or Telex (#710-822-9413;ANSWERBACK USGPO WSH) for the total cost of your order.

To Order, Use Form On Reverse Side

1. A separate order form must be used for ordering publications and subscriptions.

2. Type or print your complete name and address, home and office telephone numbers, date, order number (if any), Deposit Account Number (if applicable), VISA or MasterCard number and expiration date (if applicable), in proper places at the top of the form. If order is to be shipped to another location, enter address at bottom of form. All prices include postage and handling.

3. When ordering publications, type or print the stock number, unit of issue (see front), quantity, title, price, and total payment enclosed. Allow 4 weeks for delivery (longer for International Orders).

4. When ordering a subscription service, type or print the quantity, title, price, List ID (when available), and total payment enclosed. Allow 2-6 weeks, plus mailing time, for processing. All subscriptions are for one year, unless otherwise noted. Subscribers will be notified by mail in ample time to renew.

5. Mail your order form to Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

6. Orders and inquiries can be placed with our order/information desk (202-783-3238) from 8:00 a.m. to 4:00 p.m., Eastern Time.

7. This form may be reproduced.

GPO 922-181